

## **CHIEF TRAINING OFFICER**

(Promotional Class)

### **DISTINGUISHING FEATURES OF WORK**

This is important technical work in assisting in the planning and conduction of a training program for all employees of the department. An employee of this class personally conducts training classes employing physical and mental drills, lectures, tests, and other types of teaching methods. The chief training officer works with the emergency medical services division to coordinate medical training with other types of fire department training. Supervision is exercised over employees when they are assigned to assist or receive training. An employee of this class works under the general supervision of the deputy fire chief with work reviewed through oral or written reports and conferences.

### **EXAMPLES OF WORK**

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Assists in the planning, organization, and direction of a training program for officers and employees;

Supervises and coordinates the training classes and drills conducted by other employees assigned;

Attends training classes, schools, conferences, and other types of training programs for the purposes of receiving instruction on and acquiring knowledge of most modern and accepted fire department methods and emergency medical techniques and standards;

Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such pertinent matter into the training program;

Coordinates the movement of the fire fighting units to and from drill sites in keeping with the general rules and instructions;

Attends meetings of clubs, associations, schools, and other groups, for the purpose of explaining and teaching fire department activities and functions;

Performs various related duties as assigned or required.

### **NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES**

Thorough knowledge of fire fighting principles, practices, and equipment; also good knowledge of fire prevention laws and ordinances;

Good knowledge of the geography of the city, including the location of fire lanes, fire hydrants, water mains, other sources of water supply, major fire hazards, and the name, location, and block numbers of street locations within the city;

Good knowledge of modern teaching methods as used in fire departments;

Good knowledge of training methods and techniques;

Skill in first aid;

Skill in the use of fire fighting tools, equipment, and apparatus;

Ability to impart personal knowledge and experiences to others;

Ability to plan and administer a modern fire department training program;

Ability to adopt a quick, effective, and reasonable course of action in emergencies;

Ability to lead men and to give effective orders;

Ability to prepare, conduct, and supervise officers and employees training courses, using lecture, practical performance, demonstration, and test methods of teaching;

Ability to speak effectively before large audiences.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must be a regular and permanent employee in good standing in the class of Assistant Chief Training Officer;

Must possess five (5) years of experience as a member of a paid fire department;

Must possess and maintain State of Louisiana certification as an Emergency Medical Technician (basic or higher level of certification.)

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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